

Section J - List of Documents, Exhibits and Other Attachments

EXHIBIT 1 LABOR RATES**EXHIBIT 1****Labor Rates for Government Site**

Note: The Rate shown for each Pay Class/Commercial Category applies to all Commercial Job Titles in that same Class/Category.

GOVERNMENT SITE RATES

Pay Class	Commercial Job Title	Commercial Category	Base Rate Govt Site	Option 1 Rate Govt Site	Option 2 Rate Govt Site	Option 3 Rate Govt Site
FS02	Staff Consultant - Technical	TCXXX-TM5	\$121.02	\$136.03	\$147.13	\$159.14
FS03	Senior Manager - Technical	TCXXX-TM4	\$104.78	\$117.77	\$127.38	\$137.78
FS03	Senior Principal Development Engineer	TCXXX-TM4				
FS03	Senior Principal Manufacturing Engineer	TCXXX-TM4				
FS03	Senior Principal Test Engineer	TCXXX-TM4				
FS03	Senior System Consultant	TCXXX-TM4				
FS03	Software Scientist	TCXXX-TM4				
FS04	Branch Manager	TCXXX-TM3	\$89.71	\$100.83	\$109.06	\$117.96
FS04	Customer Application Consultant	TCXXX-TM3				
FS04	Manager Technical	TCXXX-TM3				
FS04	Principal Development Engineer	TCXXX-TM3				
FS04	Principal Manufacturing Engineer	TCXXX-TM3				
FS04	Principal Test Engineer	TCXXX-TM3				
FS04	Senior Staff Application Instructor	TCXXX-TM3				
FS04	Support Consultant	TCXXX-TM3				

FS04	System Consultant	TCXXX-TM3				
FS04	Software Consultant	TCXXX-TM3				
FS05	Senior Customer Application Engineer	TCXXX-TM2	\$74.63	\$83.89	\$90.73	\$98.13
FS05	Senior Support Engineer	TCXXX-TM2				
FS05	Senior Technical Consultant - Field Service	TCXXX-TM2				
FS05	Staff Application Instructor	TCXXX-TM2				
FS05	Staff MIS Analyst	TCXXX-TM2				
FS05	Staff System Specialist	TCXXX-TM2				
FS06	Customer Application Engineer	TCXXX-TM2	\$70.33	\$79.05	\$85.50	\$92.48
FS06	Principal MIS Analyst	TCXXX-TM2				
FS06	Senior Development Engineer	TCXXX-TM2				
FS06	Senior Staff Supervisor - Technical	TCXXX-TM2				
FS06	Senior System Engineer	TCXXX-TM2				
FS06	Senior Test Engineer	TCXXX-TM2				
FS06	Support Engineer	TCXXX-TM2				
FS06	Senior Software Analyst	TCXXX-TM2				
FS07	Senior Designer - Technical	TCXXX-TM1	\$70.00	\$70.00	\$70.00	\$70.00
FS07	Senior System Specialist	TCXXX-TM1				
FS07	Technical Consultant	TCXXX-TM1				
FS08	Associate Customer Application Engineer	TCXXX-TM1	\$55.98	\$62.92	\$68.05	\$70.00
FS08	Associate Support Engineer	TCXXX-TM1				
FS08	Development Engineer	TCXXX-TM1				
FS08	Senior Field Engineer	TCXXX-TM1				
FS08	Senior MIS Programmer / Analyst	TCXXX-TM1				
FS08	Software Analyst	TCXXX-TM1				

FS08	Staff Supervisor - Technical	TCXXX-TM1				
FS08	System Engineer	TCXXX-TM1				
FS08	Test Engineer	TCXXX-TM1				
FS09	MIS Programmer Analyst	TCXXX-TM1	\$52.39	\$58.89	\$63.69	\$68.89
FS09	Senior Administrative Assistant	TCXXX-TM1				
FS09	Senior Support Technician	TCXXX-TM1				
FS09	System Specialist	TCXXX-TM1				
FS10	Associate Engineer	TCXXX-TM1	\$44.49	\$50.01	\$54.09	\$58.50
FS10	Computer Operation Specialist	TCXXX-TM1				
FS10	Programmer	TCXXX-TM1				
FS10	Senior Engineering Technician	TCXXX-TM1				
FS10	Support Technician	TCXXX-TM1				
FS11	Administrative Assistant	TCXXX-TM1	\$44.49	\$50.01	\$54.09	\$58.50
FS11	Associate Support Technician	TCXXX-TM1				
FS11	Engineering Technician II	TCXXX-TM1				
FS11	Junior Programmer	TCXXX-TM1				
FS11	Senior Computer Operator	TCXXX-TM1				
FS11	Senior Field Representative	TCXXX-TM1				
FS12	Engineering Technician I	TCXXX-TM1	\$44.49	\$50.01	\$54.09	\$58.50
FS12	Field Representative	TCXXX-TM1				
FS13	Associate Engineering Technician	TCXXX-TM1	\$43.53	\$48.92	\$52.92	\$57.23
FS13	Jr. Field Representative	TCXXX-TM1				

EXHIBIT 1 (continued)

Note: The Rate shown for each Pay Class/Commercial Category applies to all Commercial Job Titles in that same Class/Category.

Labor Rates for Contractor Site**CONTRACTOR SITE RATES & HOURS**

Pay Class	Commercial Job Title	Commercial Category	Base Rate Contractor Site	Option 1 Rate Contractor Site	Option 2 Rate Contractor Site	Option 3 Rate Contractor Site
FS02	Staff Consultant - Technical	TCXXX-TM5	\$160.00	\$160.00	\$160.00	\$160.00
FS03	Senior Manager - Technical	TCXXX-TM4	\$134.83	\$140.00	\$140.00	\$140.00
FS03	Senior Principal Development Engineer	TCXXX-TM4				
FS03	Senior Principal Manufacturing Engineer	TCXXX-TM4				
FS03	Senior Principal Test Engineer	TCXXX-TM4				
FS03	Senior System Consultant	TCXXX-TM4				
FS03	Software Scientist	TCXXX-TM4				
FS04	Branch Manager	TCXXX-TM3	\$111.47	\$120.00	\$120.00	\$120.00
FS04	Customer Application Consultant	TCXXX-TM3				
FS04	Manager Technical	TCXXX-TM3				
FS04	Principal Development Engineer	TCXXX-TM3				
FS04	Principal Manufacturing Engineer	TCXXX-TM3				
FS04	Principal Test Engineer	TCXXX-TM3				
FS04	Senior Staff Application Instructor	TCXXX-TM3				
FS04	Support Consultant	TCXXX-TM3				

FS04	System Consultant	TCXXX-TM3				
FS04	Software Consultant	TCXXX-TM3				
FS05	Senior Customer Application Engineer	TCXXX-TM2	\$96.61	\$100.00	\$100.00	\$100.00
FS05	Senior Support Engineer	TCXXX-TM2				
FS05	Senior Technical Consultant - Field Service	TCXXX-TM2				
FS05	Staff Application Instructor	TCXXX-TM2				
FS05	Staff MIS Analyst	TCXXX-TM2				
FS05	Staff System Specialist	TCXXX-TM2				
FS06	Customer Application Engineer	TCXXX-TM2	\$91.30	\$93.75	\$93.75	\$93.75
FS06	Principal MIS Analyst	TCXXX-TM2				
FS06	Senior Development Engineer	TCXXX-TM2				
FS06	Senior Staff Supervisor - Technical	TCXXX-TM2				
FS06	Senior System Engineer	TCXXX-TM2				
FS06	Senior Test Engineer	TCXXX-TM2				
FS06	Support Engineer	TCXXX-TM2				
FS06	Senior Software Analyst	TCXXX-TM2				
FS07	Senior Designer - Technical	TCXXX-TM1	\$75.00	\$75.00	\$75.00	\$75.00
FS07	Senior System Specialist	TCXXX-TM1				
FS07	Technical Consultant	TCXXX-TM1				
FS08	Associate Customer Application Engineer	TCXXX-TM1	\$70.00	\$70.00	\$70.00	\$70.00
FS08	Associate Support Engineer	TCXXX-TM1				
FS08	Development Engineer	TCXXX-TM1				

FS08	Senior Field Engineer	TCXXX-TM1				
FS08	Senior MIS Programmer / Analyst	TCXXX-TM1				
FS08	Software Analyst	TCXXX-TM1				
FS08	Staff Supervisor - Technical	TCXXX-TM1				
FS08	System Engineer	TCXXX-TM1				
FS08	Test Engineer	TCXXX-TM1				
FS09	MIS Programmer Analyst	TCXXX-TM1	\$69.01	\$70.00	\$70.00	\$70.00
FS09	Senior Administrative Assistant	TCXXX-TM1				
FS09	Senior Support Technician	TCXXX-TM1				
FS09	System Specialist	TCXXX-TM1				
FS10	Associate Engineer	TCXXX-TM1	\$54.14	\$60.00	\$60.00	\$60.00
FS10	Computer Operation Specialist	TCXXX-TM1				
FS10	Programmer	TCXXX-TM1				
FS10	Senior Engineering Technician	TCXXX-TM1				
FS10	Support Technician	TCXXX-TM1				
FS11	Administrative Assistant	TCXXX-TM1	\$54.14	\$60.00	\$60.00	\$60.00
FS11	Associate Support Technician	TCXXX-TM1				
FS11	Engineering Technician II	TCXXX-TM1				
FS11	Junior Programmer	TCXXX-TM1				
FS11	Senior Computer Operator	TCXXX-TM1				
FS11	Senior Field Representative	TCXXX-TM1				
FS12	Engineering Technician I	TCXXX-TM1	\$54.14	\$60.00	\$60.00	\$60.00
FS12	Field Representative	TCXXX-TM1				

FS13	Associate Engineering Technician	TCXXX- TM1	\$43.54	\$48.92	\$52.9 2	\$57.2 3
FS13	Jr. Field Representative	TCXXX- TM1				

EXHIBITS 2 SAMPLE VENDOR REPORT**EXHIBIT 2**

ORDER TRANSACTIONS (OT)
(Sample File Layout Definition)

- (b) This report is due *weekly*. Report order transactions from Sunday through Saturday (or orders not previously reported) and send to Government by COB on the following *Tuesday*.
- (c) An e-mail response is required for negative reports/no transactions to report.
- (d) This electronic report needs to be submitted as a Microsoft Excel Spreadsheet to FIGHTER@erdc.usace.army.mil
- (e) No extra spaces, commas, or ampersands allowed. Dashes are allowed. File name cannot be more than 50 characters in length.
- (f) Contractor needs to ensure leading zeros are not dropped. For example, Zip Code 07703 becomes 7703; Order Number 0030 becomes 30; CLIN Number 0003AA becomes 3AA.
- (g) When canceling orders, use the *Order Status* Report and ensure the **Date Order/Mod Cancelled** data is provided.

Excel Column	Column Name	Format	Comments
A	Contract Number	Alphanumeric (21)	
B	Order Number	Alphanumeric (30)	(a) Must be unique (minimum 4 digits). (b) You cannot report this order more than once in the same file. (The order can have as many line items as you wish). (c) Record order number exactly as it appears on the order.
C	Order Mod Number	Alphanumeric (25)	<i>Data required only when reporting a MOD.</i>
D	Transaction Type	Alphanumeric (2)	The order types are as follows: CC = Credit Card, DO= Direct Ordering (paper order).
E	Date of Order or date of Order Mod	DD-MMM-YYYY	Report the actual date of the order, or when reporting an order mod, report the date of the order mod.
F	Date Transaction Cancelled	DD-MMM-YYYY	<i>Data required only for Cancelled order/mods.</i>
G	CLIN Number	Alphanumeric (39)	Unique contract identifier of item being ordered (as identified in contract, i.e. product #, manufacturer part #, contract line item)
H	CLIN Quantity	Number (7,0)	CLIN quantity being ordered.
I	CLIN Unit Price	Number (11,2)	Price per item.
J	CLIN Extended Dollar	Number (11,2)	Extended Dollar Amount = (CLIN quantity x unit price) No formatting (i.e. No \$ signs, commas, etc).

	Amount		
K	Dollar amount of Transaction	Number (12,2)	Reflects the dollar amount of this reported transaction (order or order mod.)
L	POC Last Name	Alphanumeric (35)	Customer's Last Name. (Use this column for customer's full name when unable to separate first name, last name, title into separate columns)
M	POC First Name	Alphanumeric (35)	Customer's First Name.
N	POC Title	Alphanumeric (35)	Customer's Title (i.e. COL, Mr., Ms., etc.).
O	Telephone Number	Alphanumeric (20)	Customer's telephone number. Format: 9999999999
P	Email address	Alphanumeric (40)	Customer's email address.
Q	Street Address 1	Alphanumeric (40)	First line of the Customer's Ship-To address.
R	Street Address 2	Alphanumeric (40)	Second line of the Customer's Ship-To address.
S	Street Address 3	Alphanumeric (40)	Third line of the Customer's Ship-To address.
T	City	Alphanumeric (27)	Customer's Ship-To City.
U	State	Alphanumeric (2)	Customer's Ship-To State for USA only. Post office two character abbreviation.
V	Country	Alphanumeric (27)	<i>Data required only when reporting a country other than USA.</i>
W	5-digit Zip Code	Number (5)	Five-digit Customer Ship-To zip code.
X	4-digit Zip Code Extension	Number (4)	Four-digit extension Customer Ship-To zip code.
Y	Service or Agency	Alphanumeric (20)	Use the abbreviation from the <i>Service/Agency</i> list located at http://pmscp.monmouth.army.mil/activitylist.asp
Z	Army Activity	Alphanumeric (20)	<i>Data required only for Army.</i> Use the abbreviation from the <i>Army Activity</i> list located at http://pmscp.monmouth.army.mil/activitylist.asp
AA	Comments	Alphanumeric (2000)	Free text.
AB	Reserved 1	Alphanumeric (2000)	Reserved for Product Leader.
AC	Reserved 2	Alphanumeric (2000)	Reserved for Product Leader.

EXHIBIT 3 CONTRACTOR STATUS**EXHIBIT 3****CONTRACTOR STATUS (VS)**
(Sample File Layout Definition)

- (d) This report is due quarterly.
- (e) An e-mail response is required for negative reports (no transactions to report).
- (f) This electronic report needs to be submitted as a Microsoft Excel Spreadsheet, to FIGHTER@erdc.usace.army.mil.
- (g) No extra spaces, commas, or ampersands allowed in the spreadsheet. Dashes are allowed. File name cannot be more than 50 characters in length.
- (h) Contractor needs to ensure leading zeros are not dropped. For example, order number 0030 should not appear as 30.
- (i) When canceling orders, enter the date in the **Date Transaction Cancelled** column in this report.
- (j) NOTE: Order Transaction, Contractor Status, and Fee for Service reports are cross-referenced for reconciliation and therefore, data must be consistent in all 3 reports (i.e. order number, dates, dollar amounts, etc.).
- (k) Format for 16 required columns (all 16 columns are required even when there is no data for a specific column):

Excel Column	Column Name	Format	Comments
A	Contract Number	Alphanumeric (21)	
B	Order Number	Alphanumeric (30)	Record order number exactly as it appears on the order.
C	Order Mod Number	Alphanumeric (25)	<i>Only Required when reporting a mod.</i>
D	Date Received by Contractor	DD-MMM-YYYY	(i.e. 09-FEB-2002)
E	Date Rejected by Contractor	DD-MMM-YYYY	<i>Data required only for rejected orders.</i>
F	Date Accepted by Contractor	DD-MMM-YYYY	A Contractor receives an order and either rejects it or accepts it as a valid order.
G	Date Transaction Cancelled	DD-MMM-YYYY	<i>Data required only for Cancelled order/mods.</i>
H	Projected Ship Date by Contractor	DD-MMM-YYYY	<i>Data required only when reporting a projected ship date.</i>
I	Contractor Ship Date	DD-MMM-YYYY	For all orders shipped by the Contractor.
J	Projected Delivery Date	DD-MMM-YYYY	<i>Data required only when reporting a projected delivery date.</i>
K	Contractually Due Date	DD-MMM-YYYY	This is a date calculated by the Contractor that shows when the order is contractually due. This formula is agreed to by the Product Leader and Contractor and takes into consideration contract requirements such as CONUS, OCONUS, SURGE, NON-SURGE, SERVICES, etc.
L	Service Start Date	DD-MMM-YYYY	<i>Data required only when reporting services.</i>
M	Service Completion Date	DD-MMM-YYYY	<i>Data required only when reporting services.</i>
N	Comments	Alphanumeric (2000)	Free text.
O	Reserved 1	Alphanumeric (2000)	Reserved for Product Leader.
P	Reserved 2	Alphanumeric (2000)	Reserved for Product Leader.

EXHIBIT 4 EVALUATION**Exhibit 4****EVALUATION OF CONTRACTOR'S DELIVERY ORDER PERFORMANCE**

The Contractor should be evaluated using the following ratings:

E = Excellent: Contractor exceeded the requirements. Explain how.

S = Satisfactory: Contractor met the requirements. If the Contractor had difficulty meeting the requirements, explain why.

U = Unsatisfactory: Contractor did not meet all of the requirements. Explain all noncompliance's or unsatisfactory performance, and whether and how the Contractor was at fault, where applicable.

N/A = **Not Applicable**. Does not apply to the contract.

1. **Cost/Price Control.** Rating: **E**____ **S**____ **U**____
N/A_____.

Consider: Did the Contractor complete the contract within the contract amount or did the Contractor experience cost growth within his control?

Explanation:

2. **Schedule Control.** Rating: **E**____ **S**____ **U**____
N/A_____.

Consider: Did the Contractor meet the original completion date? Request an extension due to reasons within its control? Finish ahead of schedule?

Explanation:

3. **Contract Administration.** Rating: **E**____ **S**____ **U**____ **N/A**_____.

Consider: Did the Contractor respond to Government correspondence in a timely manner? Were unnecessary cost/price change proposals submitted? Were Government requested price changes submitted and negotiated promptly? Were contract modifications promptly executed? Were the subcontracts properly administered? Did the Contractor comply with its subcontracting plan? Were progress reports submitted on time? Were invoices submitted correctly? Were contract discrepancies/problems reported promptly? Were major subcontracts administered properly?

Explanation:

4. **Responsiveness to Government.** Rating: **E**____ **S**____ **U**____ **N/A**_____.

Consider: Were complaints from the Government resolved in a reasonable and cooperative manner? Were telephone calls responded to promptly? Were controversial issues resolved amicably? Was the Contractor reasonable and responsive the Government's needs?

Explanation:

5. **Contract Compliance with Technical Requirements.**

Rating: **E**____ **S**____ **U**____ **N/A**_____.

Consider: Were all of the contract requirements met? Were the objectives of the statement of work met? Were problems resolved? Will the delivered items or services be able to be used for the purpose intended? If not useable, why not?

Explanation:

6. Key Personnel. Rating: **E**___**S**___**U**___**N/A**___.

Consider: Did the personnel have the knowledge and expertise necessary to perform the technical requirements? Were changes in key personnel made? How often were they made?

Explanation:

7. Overall Composite Rating. Rating: **E**___**S**___**U**___**N/A**___.

Consider: The importance of each of the individual ratings above should be considered as it relates to the overall performance of the services to arrive at the composite rating.

Explanation:

8. Recommendation. Would you recommend award to this Contractor for future contracts for like or similar requirements? Yes___No___. If no, please fully explain.

9. Other Comments.

Name of Evaluator:_____Phone Number:_____
(Technical)

Title of Evaluator:_____

Signature:_____Date:_____

Name of Evaluator:_____Phone Number:_____
Optional: (End User)

Title of Evaluator:_____

Signature:_____Date:_____

Name of Evaluator:_____Phone Number:_____
Title of Evaluator: Contracting Officer

Signature:_____Date:_____

EXHIBIT 5 SECURITY FORM DD254

EXHIBIT 5

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED b. LEVEL OF SAFEGUARDING REQUIRED	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)	
a. PRIME CONTRACT NUMBER		X		a. ORIGINAL (Complete date in all cases) Date (YYMMDD)	
b. SUBCONTRACT NUMBER				b. REVISED (Supersedes All previous specs) Revision No. Date (YYMMDD)	
c. SOLICITATION OR OTHER NUMBER		Due Date (YYMMDD)		c. FINAL (Complete item 5 in all cases) Date (YYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following:					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In Response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE TBD		B. CAGE CODE TBD		C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE TBD		B. CAGE CODE TBD		C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE					
a. NAME, ADDRESS, AND ZIP CODE TBD		B. CAGE CODE TBD		C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) TBD	
9. GENERAL IDENTIFICATION OF THE PROCUREMENT					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:			
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY			
b. RESTRICTED DATA		b. RECEIVE CLASSIFIED DOCUMENTS ONLY			
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			
d. FORMERLY RESTRICTED DATA		d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			
e. INTELLIGENCE INFORMATION:		e. PERFORM SERVICES ONLY			
(1) Sensitive Compartmented Information (SCI)		f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			
(2) Non-SCI		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER			
f. SPECIAL ACCESS INFORMATION		h. REQUIRE A COMSEC ACCOUNT			
g. NATO INFORMATION		i. HAVE TEMPEST REQUIREMENTS			
h. FOREIGN GOVERNMENT INFORMATION		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS			
i. LIMITED DISSEMINATION INFORMATION		k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE			
j. FOR OFFICIAL USE ONLY INFORMATION		l. OTHER (Specify)			

k. OTHER (Specify) See Special Access Continuation Sheet			Automated Information Processing Level: SCI		
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12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.

Through (Specify): Proposed public release shall be submitted : TBD

"SCI IS NOT AUTHORIZED FOR PUBLIC RELEASE"

Director

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.

* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. Security Guidance. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements identify the pertinent contracted clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

X	Yes		No
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See item 13 above, Continuation Sheet and SCI Addendum

This DD254 details the scope of classified work that may be performed under individual delivery/task orders, however, this DD

Form 254 does not authorize classified work to be performed. Individual classified orders shall contain a DD Form 254

Outlining the level of classification and instructions applicable to the individual order.

Specific instructions will be provided with each order.

Appendage #1 provides SCI responsibilities for the Delivery Order.

Contract performance is restricted to the Government activity specified at 8(a). The using contractor or activity will provide

Security classification guidance for performance of this contract.

Appendage #2 – Additional COMSEC Guidelines.

Appendage #3 – Safeguarding "For Official Use Only" (FOUO) Information.

Appendage #4 – Intelligence Materials Access Requirements.

FAR 52.204-2 is included as part of the contract.

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)

X	Yes		No
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See attached Army SCI Addendum

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

Joe Doe

b. TITLE

SCI Contract Monitor

c. TELEPHONE (Include Area Code)

(000) 000-0000

d. ADDRESS (Include Zip Code)

TBD

17. REQUIRED DISTRIBUTION

X

a. CONTRACTOR

X

b. SUBCONTRACTOR

X

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

X

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

X

e. ADMINISTRATIVE CONTRACTING OFFICER

X

f. OTHERS AS NECESSARY: MARCORSYSCOM (See item 13 above)

e. SIGNATURE

APPENDAGE 1 TO DD FORM 254**ADDITIONAL SECURITY GUIDELINES FOR COMSEC****US ARMY SCI ADDENDUM TO DD FORM 254**

XXX (1) This contract requires access to Sensitive Compartment Information (SCI). The Commander, US Army Counterintelligence Support Battalion, 902d MI Group, through the Contractor Support Element (CSE) or its successor organization, acting on behalf of the DA Deputy Chief of Staff for Intelligence (DCSINT), as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under this contract and held within the Contractor's SCI Facility (SCIF) or Coutilization Agreement (COU) SCIF. The Defense Investigative Service (DIS) has security inspection responsibility for SCI and retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

<u>XXX</u>	DiD C-5105.21-M-1, SCI Security Manual, Administrative Security
<u>XXX</u>	DoD TS-5105.21-M-2 SCI Manual, COMINT Policy
<u>XXX</u>	DoD TS-5105.21-M-3, TK Policy
<u>N/A</u>	DCID 1/21, Physical Security Standards for Construction of SCIFs
<u>XXX</u>	DIAM 50-5, Vol I and II, Contract Administrative Security
<u>N/A</u>	DIAM 50-4, Security of Compartmented Computer Operations
<u>N/A</u>	DIAM 50-24, Security for Using Communications Equipment in a SCIF
<u>XXX</u>	AR 380-19, Information System Security
<u>XXX</u>	AR-380-28, DA Special Security System
<u>N/A</u>	AR 380-381 Special Access Programs (SAPs)
<u>XXX</u>	Army Handbook for SCI Contracts
<u>XXX</u>	Other: National Industrial Security Program Operating Manual Supplement, DoD 5220.22-M

XXX (2) Contract estimated completion date: 9 May 01, with 1 additional one-year option if exercised. See individual order for delivery order completion date.

XXX (3) The name, telephone number and address of the Contract Monitor (SM) for the SCI portion of this contract is:

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval then to the Contractor Support Element (CSE) for review and concurrence prior to the award of the subcontract.

XXX (5) The contractor will submit the written request for SCI visit certification through the CM for approval of the visit. The certification request must arrive at the appropriate Contract Support Detachment at least the (10) working days prior to the visit.

XXX (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

XX (7) Security Classification Guides of extracts will be provided by the User Agency under separate cover.

XXX (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DIAM 50-5, Volumes I and II, DIAM 50-4, AR 380-19, and AR 380-19-1, as applicable (Note: Check only if a requirement exists for SCI AIS processing).

___ (9) This contract requires a contractor SCIF.

XXX (10). This contract requires __ (SI) ___ (SI/TK) ___ (SI/TK/G) billets. (As authorized under individual order as authorization requires specific approval)

XXX (11) The contractor will perform SCI work under this contract at the following location:

APPENDAGE 2 TO DD FORM 254**ADDITIONAL SECURITY GUIDELINES FOR COMSEC**

Provided by Security Support Division
Directorate for Intelligence & Information Security

ADDITIONAL COMSEC GUIDELINES

Contractor Generated COMSEC Material: Any material generated by the contractor (including, but not limited to: correspondence, drawings, models, mockups, photographs, schematics, status programs and special inspection reports, engineering notes, computations and training aids) will be classified according to its own content. Classification guidance will be taken from other elements of this Contract Security Classification Specification, DD Form 254, Government furnished equipment or data, or special instructions issued by the Contracting Officer, of his/her duly appointed representative.

REQUIREMENTS

1. Contractor employees or cleared commercial carriers shall not carry classified COMSSEC material on commercial passenger aircraft anywhere in the world without the approval of the procuring and/or the administrative contracting officer.
2. No contractor generated COMSSEC or government furnished material may be provided to the Defense Technical Information Center (DTIC). Contractor generated technical reports will bear the statement "Not Releasable to the Defense Technical Information Center per DOD Directive 5100-38."
3. No contractor generated COMSSEC or government furnished material may be provided to the Defense Documentation Center. Contractor generated technical reports will bear the statement "Not releasable to the Defense Documentation Center per DOD Instruction 5100.28."
4. Classified paper COMSEC material may be destroyed by burning, pulping, or pulverizing. When a method other than burning is used, all residues must be reduced to pieces 5mm or smaller in any dimension. When classified COMSEC material other than paper is to be destroyed, specific guidance must be obtained from the User Agency.
5. The following downgrading and declassification notation applies to all classified COMSSEC information provided to and generated by the contractor:

DERIVED FROM: NSA/CSSM-123-2

DECLASSIFY ON: Source Marked "OADR"

DATE OF SOURCE: (Date of document from which information is derived)

6. All contractor personnel to be granted access to classified COMSEC information must be U.S. citizens granted FINAL clearance by the government prior to being given access. Immigrant aliens, interim cleared personnel, or personnel holding a contractor granted CONFIDENTIAL clearance are not eligible for access to classified COMSEC information released or generate under this contract without the express permission of the Director, NSA. If applicable; contractor personnel having access to TOP SECRET COMSEC material must comply with AR 380-40, Chapter 8 and be registered in the Department of the Army Cryptographic Access Program (DACAP).

7. Unclassified COMSEC information released or generated under this contract shall be restricted in its dissemination to personnel involved in the contract. Release in open literature or exhibition of such information without the express written permission of the Director, NSA, is strictly prohibited.

8. Recipients of COMSEC information under this contract may not release information to subcontractors without permission of the User Agency.

9. The requirements of DOD 5220-22-M National Industrial Security Program Operating Manual (NISPOM) and COMSEC Supplements are applicable to this effort.

10. Additional notices to be affixed to the cover and title or first page of contractor generated COMSSEC documents:

a. "COMSEC MATERIAL - ACCESS BY CONTRACTOR PERSONNEL RESTRICTED TO U.S. CITIZENS HOLDING FINAL GOVERNMENT CLEARANCE."

b. "THIS PUBLICATION OR INFORMATION IT CONTAINS MAY NOT BE RELEASED TO FOREIGN NATIONALS WITHOUT PRIOR SPECIFIC APPROVAL FROM THE DIRECTOR, NSA. ALL APPROVALS WILL IDENTIFY THE SPECIFIC INFORMATION AND COPIES OF THIS PUBLICATION AUTHORIZED FOR RELEASE TO SPECIFIC FOREIGN HOLDERS. ALL REQUESTS FOR ADDITIONAL ISSUANCES MUST RECEIVE PRIOR SPECIFIC APPROVAL FROM THE DIRECTOR, NSA."

APPENDAGE 3

TO DD FORM 254

SAFEGUARDING "FOR OFFICIAL USE ONLY" (FOUO) INFORMATION

Provided by the Security Support Division
Directorate for Intelligence & Information Security

1. The "For Official Use Only" (FOUO) marking is assigned to information at the time of its creation in a DoD User Agency. It is not authorized as a substitute for a security classification marking but it is used on official government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act.

2. Other non-security markings, such as Limited Official Use" and "Official Use Only" are used by non-DoD User Agencies for the same type of information and should be safeguarded and handled in accordance with instructions received from such agencies.

3. Use of the above markings does not mean that the information cannot be released to the public, only that it must be reviewed by the Government prior to its release to determine whether a significant and legitimate government purpose is served by withholding the information or portions of it.

4. **IDENTIFICATION MARKINGS:**

a. An unclassified document containing FOUO information will be marked "FOR OFFICIAL USE ONLY" at the bottom of the front cover (if any). No portion marking will be shown.

b. Within a classified document, an individual page that contains FOUO and classified information will be marked at the top and bottom with the highest security classification appearing on the page. If an individual portion contains FOUO information but no classified information, the portion will be marked, "FOUO".

c. Any "FOR OFFICIAL USE ONLY" information released to a contractor by a DoD User Agency is required to be marked with the following statement prior to transfer:

THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FOIA. EXEMPTIONS_(TO BE COMPLETED AS APPROPRIATE)_____APPLY.

d. Removal of the "FOR OFFICIAL USE ONLY" marking can only be accomplished by the originator or other competent authority. When the "FOR OFFICIAL USE ONLY" status is terminated, all known holders will be notified to the extent practical.

5. **DISSEMINATION:** Contractors may disseminate "FOR OFFICIAL USE ONLY" information to their employees and subcontractors who have a need for the information in connection with a classified contract.

6. **STORAGE:** During working hours, "FOR OFFICIAL USE ONLY" information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need for the information. During non-working hours, the information shall be stored to preclude unauthorized access. Filing such material with other unclassified records in unlocked files or desks, is adequate when internal building security is provided during non-working hours. When such internal security control is not exercised, locked buildings or rooms will provide adequate after-hours protection or the material can be stored in

locked receptacles such as file cabinet, desks or bookcases.

7. **TRANSMISSION**: "FOR OFFICIAL USE ONLY" information may be sent via first-class mail or parcel post. Bulky shipments may be sent by fourth-class mail.

8. **DISPOSITION**: When no longer needed, FOUO information may be disposed of by tearing each copy into pieces to preclude reconstructing, and placing it in a regular trash container or as directed by the User Agency.

9. **UNAUTHORIZED DISCLOSURE**: Unauthorized disclosure of "FOR OFFICIAL USE ONLY" information does not constitute a security violation but the releasing agency should be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal sanctions.

APPENDAGE 4

TO DD FORM 254

JAN 1999

INTELLIGENCE MATERIALS ACCESS REQUIREMENTS

Provided by the Security Support Division
Directorate for Intelligence & Information Security

No Intelligence materials are to be provided in support of the contract without the prior approval of the Acquisition & Technology Support Division (ATSD), Directorate for Intelligence and Information Security (DIIS), U.S. Army Communications-Electronics Command (USACECOM). Any intelligence materials so provided will be disseminated solely, by the ATSD, and will be accompanied by both a Letter of Instruction governing control of the materials provided, and a Letter of Transmittal, identifying the materials loaned and the duration of the loan. This service only pertains to elements supported by the Acquisition & Technology Support Division, DIIS, USACECOM.